

How Do I Place My Order?

Once you have selected your appliances, you can place your order any of the following ways:

1. Fax your FEDSTRIP/MILSTRIP requisition, or your Model Number/Part Number requisition to GSA at (816) 926-7971 or DSN 465-7971.
2. Mail or fax your Military Interdepartmental Purchase Request (MIPR) to the following address:

GSA/FSS/6FE
1500 East Bannister Rd., Bldg. 6
Attn: Roger Sullins or Rick Walton
Kansas City, MO 64131
Fax (816) 926-7971 or DSN 465-7971
3. Order via the internet on GSA's on-line ordering system, **GSA*Advantage!** on-line shopping. The web address is *www.gsaadvantage.gov*.
4. Place your order directly with the schedule contractor.

For more information, contact the Customer Service Office at (816) 926-7315 or DSN 465-7315.

www.r6.gsa.gov/hac

PRESORTED
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FEES PAID
GSA
PERMIT NO. G-30

U.S. GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
HEARTLAND FSS MARKETING (6F-M)
1500 E BANNISTER RD, ROOM 1118-B
KANSAS CITY MO 64131-3088

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300



Your Guide For Ordering from GSA's Household and Office Appliances Multiple Award Schedule 41 I

2000



What is a Multiple Award Schedule?

A Multiple Award Schedule is a listing of contractors that have been awarded a contract by GSA. You can be assured that these contracts meet all contracting requirements set by the Competition and Contracting Act and that the GSA Contracting Officers have already cut through the “red tape” to make ordering from schedules quick and easy. The contractors on the schedule provide high quality commercial products and services that are available to all Federal Agencies. The Multiple Award Schedule for Office and Household Appliances is schedule number 41 I.

How Do I Obtain a Copy of the Schedule?

Visit the Schedules E-Library at www.fss.gsa.gov for the latest schedule information. You can print a copy right off of the screen or call our Centralized Mailing List Service at (817) 334-5215 for a hard copy.

How Do I Obtain Product Information and Price Lists for Appliances?

First, you need to obtain the listing of schedule contractors through any of the methods below. Then, select the contractor you are interested in and contact their point of contact directly to request catalogs and price lists.

1. You can visit the Hardware and Appliances Center homepage, www.r6.gsa.gov/hac for a complete listing of contractors and products available. For product information click on “Quick Links” at the bottom of the webpage for links to the contractor’s websites.
or
2. There is product information on [GSA*Advantage!](http://www.gsaadvantage.gov) . The website address is www.gsaadvantage.gov. You can search by contractor name, type of products and NSNs or model/part number.
or
3. You can request a copy of the Household and Office Appliances Schedule and/or a Contractor Representative listing from our Fax-On-Demand Service. Just call (816) 926-1661 or DSN 465-1661 from your fax machine using either the handset or keypad, and follow the menu directions.

What Are the Ordering Procedures for Appliances?

Orders Under the \$2,500 Micro-purchase Threshold

- Order from any schedule contractor of your choice

Orders Over the \$2,500 Micro-purchase Threshold

- Review 3 schedule contractors price lists or price items on [GSA*Advantage!](http://www.gsaadvantage.gov)
- Select the “Best Value”

Orders Over the Maximum Order Threshold

- Follow procedures for orders over \$2,500
- Review additional schedule contractor’s price lists
- Seek price reductions from contractors that represent “Best Value”
- Place your order with the contractor offering the “Best Value”

How Can I Order Appliances On Schedule if I Need to Order Using a NSN and No NSN is Available?

GSA has established a NSN for each of the appliance’s Federal Stock Class (FSC) where no valid NSN existed. These NSNs are accessible through FED LOG and should be used only for appliance models without a current valid NSN. Please submit an AOE/AO5 requisition using the corresponding NSN listed below. Also, reference the valid manufacturer’s model/part number in the exception field. Listed below are the NSNs and their corresponding product line:

3510-01-471-1872	Laundry Appliances
4110-01-471-1875	Refrigerated Appliances
4120-01-471-1877	Air Conditioners
7310-01-471-1878	Cooking Appliances
7320-01-471-1879	Dishwashers